



# South Carolina Criminal Justice Academy



## FIELD TRAINING OFFICER

**Class Limit:** 30

**Course Location:** All classed held at SCCJA.

**Course Description:**

The Field Training Officer program is designed to train those officers who have been identified to train newly graduated officer recruits as part of their department's Field Training Officer program. Topics covered will include adult learning theories, evaluation processes and appraisal errors, feedback and counseling, ethics, handling difficult recruits, and the Daily Observation Report.

This course will focus on the newly-developed SCCJA field training program for officer recruits.

Officers who complete the course will be certified by the South Carolina Criminal Justice Academy as a Field Training Officer

**Who Should Attend?**

A class 1 or class 2 law enforcement officer's certification is required. Officers must also have a minimum of TWO years of law enforcement/corrections experience. This requirement may be waived ONLY by the Chief, Sheriff, or Agency head of the employing agency.

**Proficiency:**

Officers must obtain 70% proficiency on a written examination to successfully complete the course and 100% class participation is required.

**CLEE Credit:** 24 CLEE Hours

**Recertification Requirements:**

Officers will also be required to serve as a guest instructor at CJA once every 3 years to maintain their FTO certification. Officers are responsible for contacting CJA to arrange guest instructor dates.